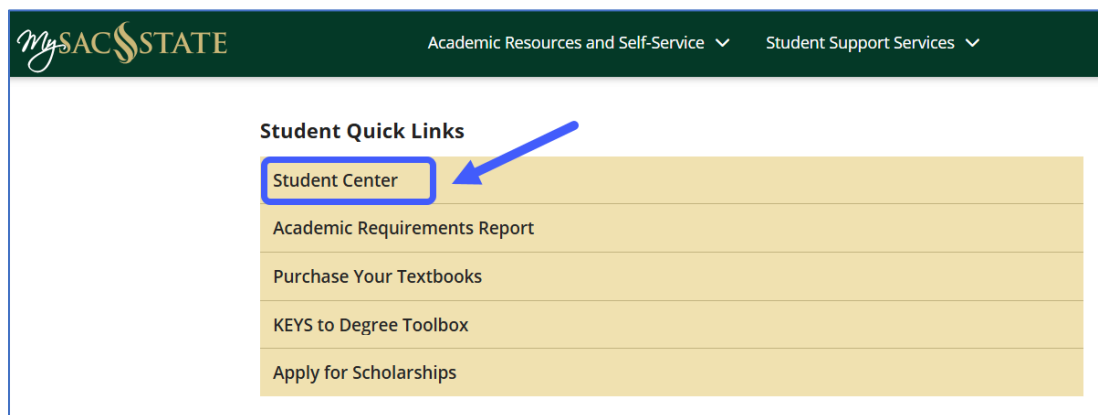


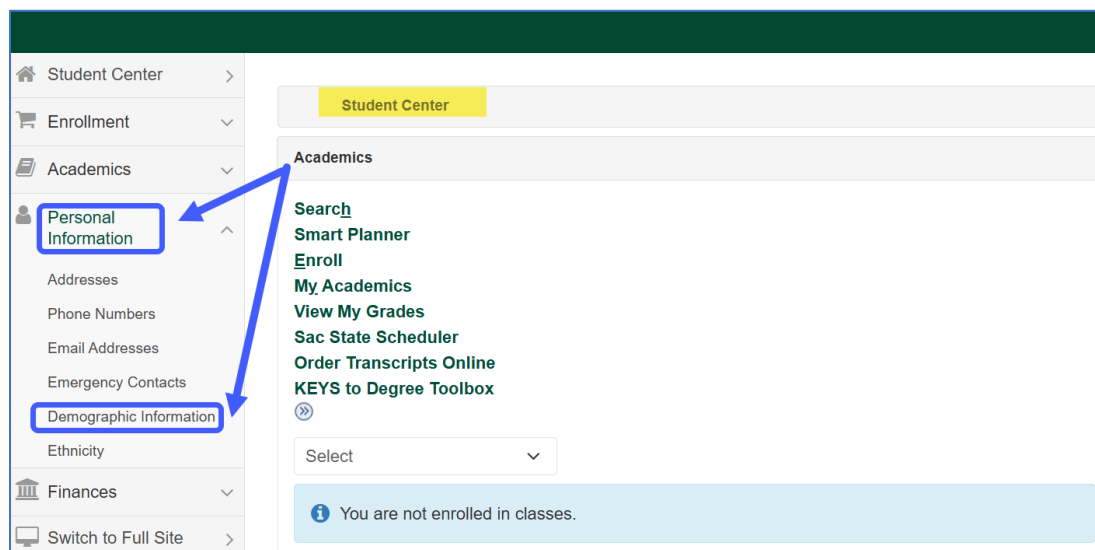
How to Add SSN

If you have a social security number, it's important to have it added to your record! This helps ensure your student and financial records are complete and accurate.

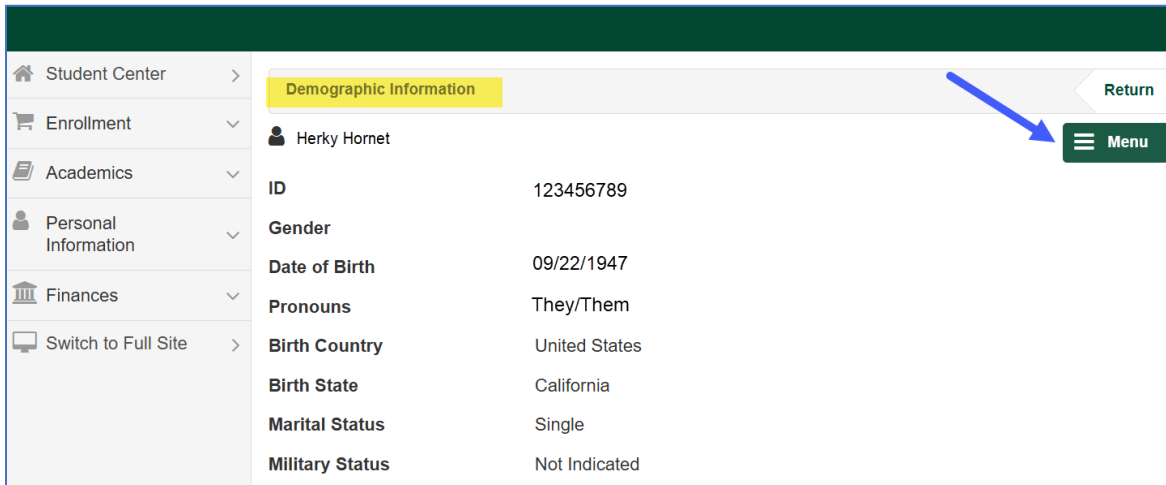
1. Log onto your My Sac State at <https://my.csus.edu/>
2. Locate the Student Center link



3. From the **Student Center**, locate the **Personal Information** section and click on **Demographic Information**



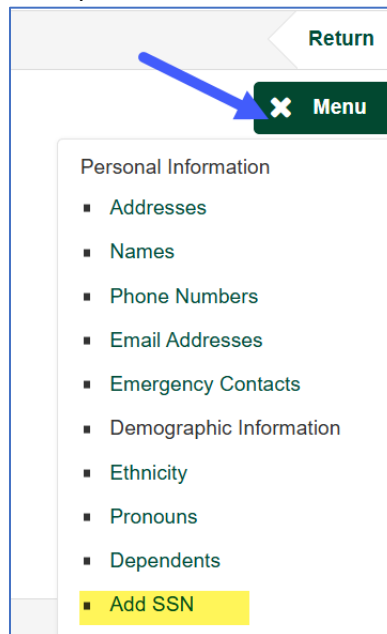
4. From the **Demographic Information**, locate the **Menu** on the right



The screenshot shows a web interface with a sidebar on the left containing links: Student Center, Enrollment, Academics, Personal Information, Finances, and Switch to Full Site. The main content area is titled 'Demographic Information' and displays personal details for 'Herky Hornet'. A blue arrow points to a 'Menu' button in the top right corner of the main content area.

Demographic Information	
ID	123456789
Gender	
Date of Birth	09/22/1947
Pronouns	They/Them
Birth Country	United States
Birth State	California
Marital Status	Single
Military Status	Not Indicated

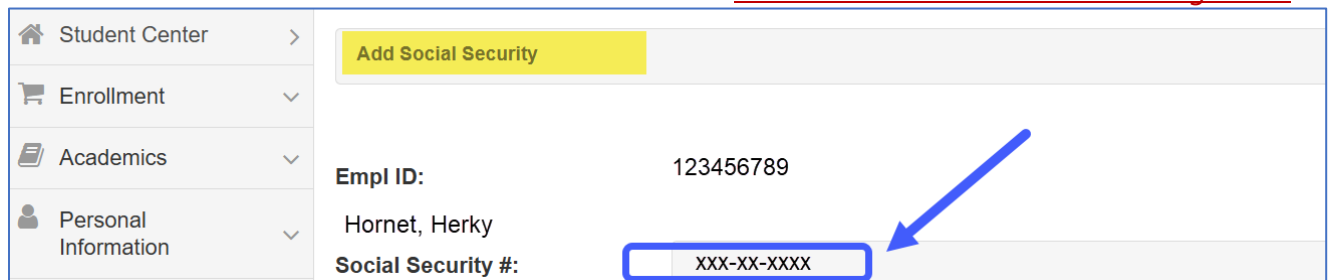
The **Menu** will expand and select the **Add SSN** option



This screenshot shows the expanded 'Menu' dropdown. A blue arrow points to the 'Add SSN' option at the bottom of the list. The menu items include: Personal Information, Addresses, Names, Phone Numbers, Email Addresses, Emergency Contacts, Demographic Information, Ethnicity, Pronouns, Dependents, and Add SSN.

- Personal Information
 - Addresses
 - Names
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
 - Demographic Information
 - Ethnicity
 - Pronouns
 - Dependents
 - Add SSN

5. On the **Add Social Security** section, proceed to input your SSN number. **Important:** Please double-check the numbers before submitting them in your account. If an incorrect number is reported, you won't be able to edit it later and will need to submit the [Student Personal Information Change form](#).



The screenshot shows the 'Add Social Security' page. The sidebar is the same as in the previous screenshots. The main content area has a title 'Add Social Security' and displays the 'Empl ID' as 123456789 and the name as 'Hornet, Herky'. A blue arrow points to the 'Social Security #' input field, which contains the placeholder text 'XXX-XX-XXXX'.

Add Social Security	
Empl ID:	123456789
	Hornet, Herky
Social Security #:	XXX-XX-XXXX

DONE, you're good to go!